

Job Description: Senior Administrator

Job Title:	Senior Administrator
Salary:	From £26,500 (FTE) per year per annum plus 5% pension contribution
Location:	Based in Aberdeen Office (with some flexibility for remote working for the right applicant)
Working Hours:	Full-time (37.5 hours per week) or Part-time (30 hours per week), with a minimum of 3 'in office' days per week.
Job Type:	Permanent (subject to extension of the funder's grant)
Reports to:	Systems and Operations Lead
Closing Date:	Midnight, Sunday 27th September 2026
Interview Dates:	Tuesday 6 th , Wednesday 7 th or Thursday 8 th October 2026
Applications	Send CV, covering letter and a completed equality & diversity form to recruitment@nescan.org

About the NESCAN Hub

The North East Scotland Climate Action Network (NESCAN) Hub is a regional community climate action hub, and charity registered in Scotland, covering Aberdeen and Aberdeenshire. Our vision is to contribute to the creation of a flourishing, connected and sustainable North East Scotland through the provision of dedicated support for community led climate action.

Our aims:

- To support and develop diverse community-led climate action throughout Aberdeen City and Aberdeenshire.
- To support diverse communities to be a part of a just transition to a sustainable North East Scotland, contributing to local, regional and national policy setting and decision making.

For further information on NESCAN please visit our website www.nescan.org

Job Description:

Senior Administrator

About the role

This role will play a pivotal role in supporting the day-to-day operations of the charity. This role encompasses a broad range of administrative, financial organisational, and operational tasks, all aimed at ensuring the smooth running of the office, providing vital support to senior management, and coordinating activities across various teams. As part of a dynamic, values-driven network and organisation, focused on tackling climate change in North East Scotland, this is an excellent opportunity for someone with strong organisational skills, a keen eye for detail, and a proactive approach to office management. The Senior Administrator will contribute significantly to advancing NESCAN Hub's mission of fostering community-led action to address climate change and promote sustainability.

This role is based in Aberdeen Office with some flexibility for remote working for the right applicant, if required.

Key Responsibilities

1. Office Administration:

- Carry out daily administration duties, activities and tasks as required to contribute to the delivery NESCAN Hub's vision and aims.
- Implement, monitor, and continually improve office and administrative procedures to ensure efficiency and productivity.
- Manage the charity's calendar, including coordinating meetings, events, and appointments for senior staff.
- Carry out and oversee the organisation's digital filing systems and, ensuring that documents are stored and maintained efficiently in line with the charity's data management policies.
- Provide office and administrative support to the senior management team (SMT), including diary management and logistical support for meetings and events.

2. Inventory Management:

- Manage office supplies, equipment, and inventory, ensuring stock levels are maintained and orders are placed in a timely manner.

3. Event Coordination Support:

- Assist the team with events, maintaining the event equipment inventory, booking and scheduling equipment use, and providing administrative support for event logistics.

Job Description:

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4. **CRM and Project Management Support:**
 - Maintain and update the membership section of the charity's CRM system, ensuring accurate data and timely communication.
 - Support project teams by using project management systems to track staff task progress and completion.
5. **Bookkeeping and Financial Administration:**
 - Assist with bookkeeping duties, including the maintenance of financial records and support for budget monitoring.
 - Prepare monthly HR records, including tracking leave and other personnel administration.
 - Provide administrative support for our management and distribution of our SEED and LEAF funds.
6. **Policy and Procedure Review:**
 - Monitor policy and procedural review dates, ensuring that the charity's documentation is regularly updated and compliant with relevant regulations.
7. **Communications and Point of Contact:**
 - Serve as the main point of contact for the charity, managing incoming telephone and digital communications.
 - Act as the first point of contact for all queries from staff, external partners, and the public.
8. **Board and Organisational Meetings:**
 - Organise and support board and organisational meetings, including preparing agendas, taking minutes, and coordinating follow-up actions.

Person Specification

Essential Skills and Experience:

- **Qualifications & Knowledge:**
 - Recognised qualification in administration or relevant field (e.g., Business Administration, Office Management, etc.).
 - Excellent understanding and practical experience with Office 365 tools, including Word, Excel, PowerPoint, and Outlook and provide
 - Understanding of CRM systems and project management software.
 - Experience with bookkeeping or financial administration, including familiarity with accounting systems.
 - Experience in diary and calendar management, including the coordination of multiple schedules.



Job Description: Senior Administrator



- **Key Skills:**

- Highly organised, with exceptional attention to detail and the ability to manage multiple tasks and priorities.
- Strong ability to manage office procedures and ensure that administrative systems are maintained effectively.
- Effective communication skills, both written and verbal, with an ability to engage with a range of stakeholders.
- Experience in supporting senior management and working with leadership teams.
- Excellent digital filing and data management skills, with the ability to implement and maintain efficient systems.
- Proactive, self-motivated, and able to take initiative and make decisions where appropriate.
- Ability to manage up and support senior management with minimal supervision.
- Strong interpersonal skills, with the ability to build relationships both internally and externally.

Desirable Attributes:

- Experience in working with a small charity or non-profit sector.
- Knowledge of charity governance, including board meeting procedures and legal documentation.
- Experience in managing or supporting HR-related tasks such as record keeping, leave management, etc.

Personal Characteristics:

- A solutions-oriented mindset with the ability to adapt to an agile fast-paced work environment.
- Demonstrates a commitment to the charity's values and mission, showing empathy and understanding in interactions.
- Flexible and dependable, with a strong sense of responsibility and ownership over tasks.

